**Homecare Supplier Engagement Group**

**TERMS OF REFERENCE**

**1. AUTHORITY**

* 1. The Homecare Supplier Engagement Group is a sub group of National Homecare Medicines Committee (NHMC) and will lead and report on activities related to the performance management of homecare services within the NHS.

1. **PURPOSE**
   1. To liaise with, support and monitor the performance of homecare providers registered with the National Clinical Homecare Association (NCHA), including providers of nursing care where appropriate and relevant
   2. To support innovation within the homecare market, offering support and advice from an NHS perspective
   3. To support newly established NCHA member organisations to safely and appropriately develop their market share
   4. To monitor the national capacity of homecare organisations with regards to dispense and deliver services, aseptic compounded homecare and nursing services
   5. To act as the main point of liaison between homecare provider organisations and the NHMC/NHS/NSHE CMU
   6. By exception engagement with and the performance of homecare providers not registered with the National Clinical Homecare Association (NCHA) may also be monitored
2. **MEMBERSHIP**
   1. The membership of the Group will consist of;
      * Chair (NHMC chair)
      * Regional Homecare leads (suggested minimum x 3)
      * NHSE Commercial Medicines Unit (CMU) representative
      * Nurse representative
   2. Precise membership will be at the discretion of the Chair
   3. Precise membership may change as appropriate for the needs of the action plan
3. **REPORTING RESPONSIBILITIES**
   1. The Group will report to NHMC and through that group to National Pharmaceutical Supply Group (NPSG)
   2. Minutes will be recorded and circulated by NHSE CMU
   3. Minutes from the Supplier Engagement meetings will be sent to NHMC and highlighting any issues for escalation to NPSG or PMSG for consideration
4. **MEETING FREQUENCY AND ADMINISTRATION**
   1. The Group will meet with all NCHA members up to three times a year. The frequency with which the Group meet with homecare providers will be determined by their patient numbers and this will be communicated with providers in advance each year
   2. Dates will be published in advance each year. Meetings will generally occur in March, July and November
   3. CMU will co-ordinate the collection of national homecare Key Performance Indicator (KPI) data from all homecare companies and circulate to all members of the Group prior to each meeting
   4. It is the responsibility of NCHA members to provide monthly KPI data and sales data to CMU by the tenth working day each month. Any requested papers and information are to be provided a minimum of 10 business days before each scheduled meeting
   5. An agenda will be provided to the Group no later than five working days prior to the meeting
   6. Standing items on the agenda to include:
      * Review of service performance
      * Strategic changes and future developments
      * Capacity update
      * Finance including aged debt
      * NHMC update
      * Standardisation update
      * Digital strategy update
   7. The minutes shall record the main discussion points and actions from all meetings of the Group, including recording the names of those present and in attendance. Minutes from the Group meetings will be circulated and ratified by members of the Group at the following NHS only meeting
   8. Agenda items will be prioritised according to each company
   9. The Group may also hold ad hoc meetings, Teleconferences (TC) and other meetings if deemed necessary by the Group to ensure adequate support to a particular supplier or if elements of supplier performance require special attention
   10. Ad hoc meetings may be held by either a small subgroup or an individual member of this Group
5. **DUTIES**

The duties of the Group are as follows;

* 1. All members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times
  2. All members are expected to promote awareness of the role of NHMC and the Supplier Engagement meetings. They should make themselves available to explain and clarify discussion points within the geographical areas and organisations that they represent, at all times and refer homecare providers to the Chair with national issues where appropriate
  3. All members should be encouraged to submit items for the agenda at least 20 working days in advance of the meeting.

1. **MONITORING EFFECTIVENESS**
   1. The Group will maintain a workplan and action plans where relevant
   2. Once a year, the Group will review its own performance, the workplan, action plan and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the NHMC

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